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(CANADA ELECTIONS ACT)

**INSTRUCTIONS**  
**FOR THE**  
**DEPUTY RETURNING OFFICER**  
**AT AN ADVANCE POLL**

BOOK O

(Published by the Chief Electoral Officer)

January 1, 1956

EDMOND CLOUTIER, C.M.G., O.A., D.S.P.  
QUEEN'S PRINTER AND CONTROLLER OF STATIONERY  
OTTAWA, 1956.

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## 1. Introductory

1. General Observations.—The order of the paragraphs in these instructions follows roughly the chronological order in which the various duties are to be performed by the deputy returning officer at an advance poll, and every step in the prescribed procedure is intended to be covered. The provisions of the Statute dealing with the duties of deputy returning officers are not so fully set out as they might be, but it is assumed that a legal adviser will be available to the deputy returning officer within the precinct, and that he will be able to advise him as to the proper course of action, therefore, no attempt has been made to make it as simple and easy as possible for all the deputy returning officers under the Statute.

## TABLE OF CONTENTS

PAGE

### INSTRUCTIONS FOR THE DEPUTY RETURNING OFFICER AT AN ADVANCE POLL:

1. Introductory.....	5
2. Diary of Duties of the Deputy Returning Officer at an Advance Poll.....	6
3. Channels of Communication.....	9
4. Preliminary Duties.....	9
5. Before Opening of Advance Poll.....	11
6. Conduct of Voting.....	14
7. Peace and Good Order.....	20
8. Counting the Votes.....	21
9. Final Duties.....	24
10. Fees and Allowances to Advance Poll Officials.....	26
11. LIST OF SUPPLIES No. SIX.—Forms, etc., for use by the Deputy Returning Officer at an Advance Poll.....	27

# TABLE OF CONTENTS

Page	
5	1. Instructions for the Deputy Returning Officer at an Advance Poll
6	2. Introductory
9	3. Duty of Officer of the Deputy Returning Officer at an Advance Poll
9	4. Channels of Communication
9	5. Preliminary Duties
11	6. The Poll
14	7. Conduct of Voting
20	8. Issues and Local Matters
21	9. Counting the Votes
24	10. Final Duties
26	11. Fees and Allowances to Advance Poll Officers
27	12. List of Returns No. Six—Forms, etc., for use by the Deputy Returning Officer at an Advance Poll



# INSTRUCTIONS FOR THE DEPUTY RETURNING OFFICER AT AN ADVANCE POLL

## 1. INTRODUCTORY

**1. General Observations.**—The order of the paragraphs in these Instructions follows roughly the chronological order in which the various duties are to be performed by the deputy returning officer at an advance poll, and every step in the prescribed procedure is intended to be covered. The provisions of the Statute dealing with the duties of deputy returning officers are not so framed as to be readily understood by persons without a legal training, and most deputy returning officers come within this category. In these Instructions, therefore, an attempt has been made to state in as simple language as possible all the duties and responsibilities under the Statute of the deputy returning officer at an advance poll, supplementing the directions of the Statute where supplement is deemed necessary, and warning against errors into which the deputy returning officer might more or less easily be led. Following this paragraph will be found the Diary of Duties of the deputy returning officer at an advance poll. By referring to this Diary and to the paragraphs of these Instructions mentioned opposite each item of duty, the deputy returning officer should be able to do properly all that is required of him. Moreover, he is reminded that it will be of some assistance to him if a check mark is inserted, wherever practicable, in the appropriate column of the Diary opposite every item of duty, as soon as such item of duty is completed. Shortly after an election has been ordered, the returning officer will send to the prospective deputy returning officer an advance copy of these Instructions for the Deputy Returning Officer at an Advance Poll (Book O). Upon its receipt, the prospective deputy returning officer should familiarize himself with every detail of the duties that he will likely be called upon to perform. In any event, two copies of the said Instructions (Book O) will be enclosed in the large envelope sent in the ballot box with the ballot papers and other necessary supplies. The advance poll will be open continuously between the hours of two and ten o'clock in the afternoons and evenings of the Thursday, Friday, and Saturday immediately preceding the ordinary polling day. The deputy returning officer is therefore warned that, between 2 and 10 p.m. on the Thursday, Friday, and Saturday when the advance poll is open, there must not be any adjournments for meals or otherwise. The deputy returning officer will keep in mind that, for the counting of the votes cast at his advance poll, he and his poll clerk must be present at the advance polling station at six o'clock in the afternoon of the ordinary polling day. The hours of the day mentioned in these Instructions relate to standard time. As in the case of other qualified electors, the deputy returning officer and the poll clerk appointed to act at an advance poll are entitled to vote at an ordinary poll established in the electoral district.

**2. DIARY OF DUTIES OF THE DEPUTY RETURNING OFFICER AT AN ADVANCE POLL**

Paragraph	Duties	Check when done
	<b>I. AFTER BEING SELECTED:</b>	
1	1. Receive advance copy of Instructions (Book O).....	
1	2. Study it carefully.....	
	<b>II. AFTER APPOINTMENT AND BEFORE THE OPENING OF THE ADVANCE POLL:</b>	
3	1. Swear oath of office, detach oath from official appointment (Form 92), and send it to the returning officer.	
3	2. Keep official appointment.....	
5(1)	3. Receive ballot box and supplies.....	
5(1)	4. Check contents of ballot box against List of Supplies No. Six printed at page 27.	
6	5. Appoint poll clerk (Form 33, page 1, Book C).....	
6	6. Have oath of office of poll clerk sworn (Form 33, page 1, Book C) ..	
5(2)	7. Put back ballot papers and supplies into ballot box and lock and seal it with a special metal seal (or with an ordinary padlock) ..	
5(2)	8. Provide Bible or New Testament and ink.....	
8	9. Inspect advance polling station.....	
	<b>III. AT OPENING OF ADVANCE POLL AT 2 P.M. (STANDARD TIME) ON THURSDAY PRIOR TO ORDINARY POLLING DAY AND DURING VOTING:</b>	
9(1)	1. Post up Notices of Holding of Advance Poll and Directions to Electors (Form 37).	
9(1)	2. Fasten lead pencil in voting compartment.....	
9(2)	3. Make sure that there is no campaign literature in the advance polling station.	
10	4. Swear candidates' agents (Form 39, pages 3 to 5, Book C).....	
11	5. Count ballot papers.....	
12	6. Initial with a black lead pencil the back of every ballot paper received from returning officer.	
13	7. Examine and lock and seal ballot box with special metal seal....	
14-30	8. Properly conduct voting.....	
	9. Observe instructions as to:	
13	(a) Admitting electors to advance polling station.....	
14	(b) Receiving certificates.....	
15	(c) Requiring elector to sign Statement of Identification....	
15	(d) Comparing both signatures of elector on Form 66.....	
16(1), 19, 21	(e) Noting entries and oath at foot of Form 66.....	
16(1)	(f) Swearing electors.....	
16(2), 18	(g) Handling ballot papers to electors .....	



## 2. DIARY OF DUTIES OF THE DEPUTY RETURNING OFFICER AT AN ADVANCE POLL—Continued

Paragraph	Duties	Check when done
	<b>III. AT OPENING OF ADVANCE POLL AT 2 P.M. (STANDARD TIME) ON THURSDAY PRIOR TO ORDINARY POLLING DAY AND DURING VOTING:—Conc.</b>	
18	(h) Instructing electors .....	
18	(i) Folding ballot papers as per specimen (Form 152) and Instructions re handling of ballot papers (Form 160) .....	
19	(j) How elector marks ballot paper .....	
20	(k) Spoiled ballot papers .....	
21	(l) Incapacitated electors .....	
22	(m) Secrecy at the advance poll .....	
23	(n) Voting at close of advance poll .....	
28	10. See that peace and good order are maintained .....	
29, 30	11. Arrest personators, etc. (Forms 51, 53 and 52, 54) .....	
	<b>IV. AFTER CLOSE OF ADVANCE POLL AT 10 P.M. (STANDARD TIME) ON THURSDAY:</b>	
24	1. Count used certificates and unused ballot papers .....	
24	2. Place used certificates and unused ballot papers in envelope (Form 77) .....	
24	3. Complete envelope (Form 77) and seal it with gummed paper seal (Form 116) .....	
24	4. Place spoiled ballot papers in envelope (Form 79) .....	
24	5. Place all ballot papers cast to-day in envelope (Form 76) and seal it with gummed paper seal (Form 116) .....	
24	6. Place all papers and supplies in ballot box .....	
24	7. Lock and seal ballot box with special metal seal .....	
24	8. Take down and preserve Notices of Holding of Advance Poll, Directions to Electors, and black lead pencil .....	
27	9. Ensure safe custody of ballot box .....	
	<b>V. ON THE FRIDAY PRIOR TO ORDINARY POLLING DAY AT 2 P.M. (STANDARD TIME):</b>	
25	1. Post up Notices of Holding of Advance Poll and Directions to Electors, and fasten black lead pencil in voting compartment .....	
See above	2. Open Advance Poll .....	
25	3. Empty ballot box .....	
25	4. Replace in ballot box the sealed envelope (Form 76) containing ballot papers cast yesterday .....	
25	5. Replace in ballot box the sealed envelope (Form 79) containing ballot papers spoiled yesterday .....	
25	6. Lock and seal ballot box with special metal seal .....	
25	7. Open envelope (Form 77) containing unused ballot papers and used advance poll certificates .....	
25	8. Check unused ballot papers and preserve used advance poll certificates .....	

## 2. DIARY OF DUTIES OF THE DEPUTY RETURNING OFFICER AT AN ADVANCE POLL—Continued

Paragraph	Duties	Check when done
	<b>VI. FOR THE VOTING ON FRIDAY:</b>	
See above	Proceed as on preceding day.....	
	<b>VII. AFTER CLOSE OF ADVANCE POLL AT 10 P.M. (STANDARD TIME) ON FRIDAY:</b>	
See above	Proceed as on preceding day.....	
	<b>VIII. ON THE SATURDAY PRIOR TO ORDINARY POLLING DAY:</b>	
See above	Proceed as on Friday.....	
	<b>IX. ON MONDAY, ORDINARY POLLING DAY, AT 6 P.M. (STANDARD TIME):</b>	
31	1. Attend at advance polling station.....	
31	2. Admit proper witnesses.....	
31	3. Empty ballot box.....	
32	4. Check used certificates, spoiled and unused ballot papers against number of ballot papers supplied by returning officer.	
33	5. Distribute tally sheets (Forms 74).....	
34	6. Open the three envelopes (Form 76) containing used ballot papers and count the votes cast for each candidate.	
34(6)	7. Observe prescribed procedure in case of objections to ballot papers (Form 124, page 6, Book C).	
35	8. Place counted ballot papers in separate envelopes (Form 73) and seal them with gummed paper seals (Form 116).	
35	9. Place rejected ballot papers in envelope (Form 67) and seal it with gummed paper seal (Form 116).	
36	10. Swear oaths of D.R.O. and poll clerk (Forms 56 and 57, page 7, Book C).	
37	11. Prepare statements of poll (Form 58, pages 8 to 16, Book C)....	
37	12. Leave one copy (full page) attached to Book C.....	
37	13. Retain one copy (full page) (Form 58, page 9, Book C).....	
37	14. Place one copy (full page) (Form 58, page 10, Book C) in envelope (Form 155).	
37	15. Place envelope (Form 155) in ballot box.....	
37	16. Deliver statements of poll (half page) (Form 58, pages 11 to 16, Book C) to agents.	
37, 42	17. Mail in envelope (Form 95) one statement of poll (half page) (Form 58, pages 11 to 16, Book C) to each candidate.	
38	18. Place spoiled, unused, rejected, counted ballot paper envelopes, Book C, and other documents in large envelope (Form 78).	
38	19. Seal envelope (Form 78) with gummed paper seal (Form 116)....	



## 2. DIARY OF DUTIES OF THE DEPUTY RETURNING OFFICER AT AN ADVANCE POLL—*Concluded*

Paragraph	Duties	Check when done
	<b>IX. ON MONDAY, ORDINARY POLLING DAY, AT 6 P.M. (STANDARD TIME):—<i>Conc.</i></b>	
38	<b>20. Place completed envelope (Form 78) in ballot box.....</b>	
38, 39	<b>21. Make sure that there are only two envelopes in ballot box (Form 78 and Form 155) and any special metal seal not required.</b>	
39	<b>22. Lock and seal ballot box with special metal seal.....</b>	
40	<b>23. Prepare preliminary statement of poll (Form 75).....</b>	
40	<b>24. Insert serial number of special metal seal on preliminary statement of poll and place such statement in envelope (Form 154).</b>	
38	<b>25. Dispose of remaining supplies.....</b>	
38	<b>26. Destroy unused envelopes (Form 95), if any.....</b>	
41	<b>27. Prepare and certify advance polling station account (Form 159)...</b>	
41	<b>28. Place advance polling station account (Form 159) in envelope (Form 154) with preliminary statement of poll (Form 75).</b>	
39, 42	<b>29. Address and transmit or deliver the ballot box (Tag 121) and, separately, the envelope (Form 154) to the returning officer.</b>	

### 3. CHANNELS OF COMMUNICATION

**2. Channels of Communication.**—The deputy returning officer will receive his instructions from, and make his report to, the returning officer, and will also send to him his advance polling station account. The fees for the services of the deputy returning officer and the poll clerk and the allowance for the rental of the advance polling station will be paid by separate cheques sent from Ottawa. Inquiries as to the payment of any of the various claims should be addressed either to the returning officer or to the Chief Electoral Officer. If the deputy returning officer has any suggestions to make with regard to any errors in, or omissions from, these Instructions, or any suggestions for the improvement of the advance poll procedure, he may forward them to the Chief Electoral Officer.

### 4. PRELIMINARY DUTIES

**3. Completion of Oath of Office.**—The first duty of the deputy returning officer is to swear his oath of office which is attached to the official appointment (Form 92). He should do this as soon as he receives his official appointment. As stated in the next following paragraph, the oath of office may be sworn before the returning officer, the election clerk, any postmaster, any justice of the peace, or before any of the other persons mentioned in the said paragraph. The oath of office will

be sworn, detached from the official appointment, and transmitted forthwith to the returning officer. The official appointment will remain in the possession of the deputy returning officer. The deputy returning officer is warned that no action will be taken towards the settlement of his account if his duly completed oath of office has not been received by the returning officer.

Oaths  
generally.

**4. Swearing of Oaths.**—Except the oaths and the affidavit which, as prescribed in these Instructions, must be sworn before the deputy returning officer, any oath or affidavit required to be taken in connection with the conduct of a federal election may be sworn not only before the judge of any court, any magistrate, any justice of the peace, any notary public, or any commissioner for taking affidavits in the province, but also before the returning officer, the election clerk, any postmaster, any revising officer, any deputy returning officer, or any poll clerk. All oaths or affidavits taken in connection with the conduct of a federal election are administered gratuitously. The proper way to swear to an oath which is in writing is for the officer administering the oath to ask the deponent either to sign it or, if it is already signed, to acknowledge his signature to it, and then to say to him: "You swear that this oath signed by you is true to the best of your knowledge, information, and belief. So help you God." The oath will be sworn upon a Bible or a New Testament. Certain persons who have either no religious beliefs, or have conscientious scruples against swearing oaths, are permitted to make an affirmation, and in such cases the procedure is the same except that the form is "You solemnly affirm" instead of "You swear", the words "So help you God" are omitted, and no Bible or New Testament is required. The prescribed form must always be complied with. Any person who signs a statement that an affidavit or declaration has been sworn or affirmed before him without having required the deponent actually to swear or affirm is guilty of an offence and liable to punishment. The procedure for an oath or affirmation which is not in writing is as follows: The oath will be read audibly before the deponent by the person administering it, and then sworn upon a Bible or a New Testament, or affirmed as above directed.

Supplies.

**5. Advance Poll Supplies.**—(1) All the necessary supplies for an advance polling station will be transmitted to the deputy returning officer in a sealed ballot box. Upon the receipt of such ballot box, the deputy returning officer will open it by cutting the seal with scissors or a similar instrument. A table setting out these supplies is given in List of Supplies No. Six which is printed at page 27. The forms for one advance polling station, mentioned in the first part of such List, are enclosed in a large envelope. The returning officer will add in the ballot box the forms mentioned in the second part of such List. Amongst the supplies mentioned in the first part will be found an envelope (Form 88) containing the following articles: two black lead pencils, with string attached; two pen handles; two sheets of blotting paper; two pen-nibs; one box of thumb tacks; and twenty gummed paper seals (Form 116). The supplies and



forms should be carefully checked as soon as they are received, and if there is any deficiency, the returning officer will be immediately notified, so that the voting at the advance polling station may be regularly carried out.

(2) In the interval between the receipt of the ballot box and Thursday, the first day of voting at the advance poll, every care should be taken of the documents and supplies so as to prevent their being tampered with. The supplies, including the ballot papers, will be replaced in the ballot box and this kept locked and sealed with one of the special metal seals furnished in the envelope (Form 96). The deputy returning officer must lock and seal his ballot box with such special metal seal (or with an ordinary padlock) as directed in the Memorandum of Instructions (Form 98) enclosed in the said envelope (Form 96). The deputy returning officer will himself provide a Bible or a New Testament and some ink. No allowance will be made for the securing of these articles. The deputy returning officer and the poll clerk will provide their meals on each day of voting at their expense. The deputy returning officer and the poll clerk are not entitled to travelling allowances.

Safe-keeping  
of ballot  
papers,  
etc.

**6. Appointment of Poll Clerk.**—After he has received and checked his supplies, the first duty of the deputy returning officer is to select and appoint a poll clerk, man or woman, who must be entitled to vote at an ordinary poll established in the electoral district. The form of appointment (Form 33) will be found on page 1 of Book C. Immediately upon his appointment, the poll clerk will, before the deputy returning officer, swear his oath of office (Form 33) also printed at page 1 of Book C. If, subsequently, the deputy returning officer becomes unable to perform his duties, the poll clerk, without taking another oath of office, will act in his place unless the returning officer appoints a new deputy. If the poll clerk acts in the place of the deputy returning officer, he will appoint and swear a new poll clerk on the special form (Form 34) which is printed at page 2 of Book C.

Poll  
clerk.

**7. Replacing Deputy Returning Officer.**—The returning officer may, at any time, relieve the deputy returning officer of his duties and appoint another person to perform them, and the deputy returning officer so relieved will, forthwith upon receiving a written notice from the returning officer of the appointment of a substitute for him, deliver to the returning officer or to such other person as the returning officer may appoint, the ballot box, the ballot papers, and any other documents and supplies in his possession as such deputy returning officer. On default, the replaced deputy returning officer is liable to a severe penalty.

Removal by  
returning  
officer.

## 5. BEFORE OPENING OF ADVANCE POLL

**8. Arrangements for Advance Polling Station.**—The deputy returning officer will, prior to the opening of the advance poll on the first day of voting, see that arrangements at the

Inspection  
of premises  
selected as  
advance  
polling  
station.

advance polling station are satisfactory, that the room in which the voting is to take place is sufficiently furnished with chairs and tables, and that the voting compartment is supplied with a table or desk with a hard and smooth surface and so arranged that each elector may be free from observation and may mark his ballot paper without interference or interruption. The deputy returning officer will also see that the advance polling station is properly lighted and heated. Any screens required to complete the voting compartment must be supplied by the landlord of the advance polling station.

Posting up  
notices.

**9. Directions to Electors, etc.**—(1) With at least five copies of the Directions to Electors (Form 37) posted up outside of the advance polling station at 2 p.m. (standard time), on the Thursday, Friday, and Saturday immediately preceding the ordinary polling day, there will also be posted up three copies of the Notice of Holding of Advance Poll. One copy of the Directions to Electors will also be posted up in the voting compartment. Such Notices and Directions will be taken down at the close of the advance poll at 10 o'clock (standard time) on each evening and reposted up on the following afternoon when the advance poll is reopened. The thumb tacks supplied in the envelope (Form 88) will be used in posting up such Directions and Notices. One of the black lead pencils supplied in the envelope (Form 88) will be fastened to the desk or table upon which the ballot papers are to be marked or to the wall near it. It is the duty of the deputy returning officer to see that such black lead pencil is kept properly sharpened during the hours of voting. Moreover, the deputy returning officer must take every precaution against the substitution of a coloured pencil for such black lead pencil. At the close of the advance poll, the black lead pencil will be removed from the voting compartment and kept ready to be refastened at the opening of the advance poll on the following day of voting.

Removal of  
campaign  
literature.

(2) Before the opening of the advance poll at 2 p.m. (standard time) on each of the three days mentioned above and at frequent intervals during the hours of polling, the voting compartment must be examined by either the deputy returning officer or the poll clerk, and any campaign literature found therein, such as circulars, cards, signs, blotters, poster bills or other paper, issued by or on behalf of any candidate or political party or group, must be gathered up and destroyed. Moreover, the deputy returning officer must ensure that none of the above-mentioned campaign literature is posted up or left about inside any of the space which has been rented for the conduct of the advance poll.

Agents of  
candidates.

**10. Swearing Agents of Candidates.**—A candidate in the field in the electoral district is entitled to appoint in writing two agents to act for him at the advance polling station, and if no such appointed agent presents himself, any two electors may, upon their request, assume the duty of representing such candidate. These agents or these electors must each subscribe, before the deputy returning officer, to one of the oaths of secrecy



(Form 39) printed at pages 3 to 5 of Book C, immediately upon exercising their right to be present in the advance polling station. This oath of secrecy is merely to the effect that the agent of (or elector representing) a candidate will keep secret the name of the candidate for whom the ballot paper of any incapacitated elector is marked in his presence. Consequently, there is no prohibition against the agent of (or elector representing) a candidate giving out, during the hours that the advance poll is open, information as to who has voted at the advance polling station. An agent appointed in writing may arrive at any time while the advance poll is open, and if an elector has acted before his arrival, the latter loses his right to continue if such agent desires to replace him. The written appointment of an agent of a candidate will be delivered to the deputy returning officer who, after the final close of the advance poll, will place it with other documents in the envelope (Form 78), as directed in paragraph 38. The deputy returning officer will not allow more than two agents or electors representing any one candidate to be present at the same time in the advance polling station. During the hours of voting, agents or electors representing candidates may absent themselves from and return to the advance polling station. It is not obligatory for an agent appointed in writing by a candidate to be a qualified elector, but an elector representing a candidate must be entitled to vote at an ordinary poll established in the electoral district. A candidate may act as his own agent at an advance polling station or he may attend and assist his agent or representative.

**11. Counting Unused Ballot Papers.**—If agents or electors representing candidates are in attendance fifteen minutes before the hour at which the advance poll opens on each of the three days of voting, they are entitled to inspect the advance poll documents in the possession of the deputy returning officer, and to have the unused ballot papers counted in their presence. The deputy returning officer should check the unused ballot papers again at this time even if no agent asks to have it done. If any have disappeared, the returning officer will be instantly notified of the serial numbers of such missing ballot papers.

Counting  
unused  
ballot  
papers.

**12. Initialling Ballot Papers.**—Before the opening of the advance poll, on Thursday, the first day of voting, the deputy returning officer will, at the advance polling station and in full view of such of the candidates or their agents or the electors representing candidates as are present, affix uniformly his initials in the space provided for that purpose on the back of every ballot paper supplied to him by the returning officer. The initials of the deputy returning officer will be affixed with a black lead pencil. For the purpose of such initialling, the ballot papers will not be detached from the books in which such ballot papers have been bound or stitched. During the hours of voting, special care must be taken by the deputy returning officer to see that no ballot paper is handed to an elector unless it has been duly initialled.

D.R.O.'s  
initials  
on ballot  
papers.

## 6. CONDUCT OF VOTING

Ballot box  
examined  
and sealed.

**13. Examination and Sealing of Ballot Box, etc.**—At the opening of the advance poll, at 2 p.m. (standard time) of the first day of voting, the deputy returning officer will, in full view of such of the candidates or their agents or the electors representing candidates as are present, open the ballot box and ascertain that there are no ballot papers or other papers or material therein, after which the ballot box will be locked and sealed with a special metal seal. The deputy returning officer must lock and seal his ballot box exactly as directed in the Memorandum of Instructions (Form 98) which is enclosed with the special metal seals in the envelope (Form 96). The ballot box will then be placed on a table in full view of the persons present and will be maintained so placed until the close of the advance poll on such first day of voting. The electors entitled to vote at the advance poll will then be allowed to cast their votes, subject to their complying with the directions set out in the various following relevant paragraphs. The deputy returning officer may, if he deems it advisable, direct that not more than one elector at a time be permitted to enter the advance polling station.

Production  
of advance  
poll  
certificate.

**14. Advance Poll Certificate.**—No one will be allowed to vote at an advance poll unless he delivers to the deputy returning officer a certificate (Form 66) establishing that he is entitled to vote at such a poll. These certificates may be issued only by the returning officer, by the election clerk, or by a person specially deputized to do so by the returning officer. Whenever a specially deputized person is appointed to issue advance poll certificates, the returning officer will at once notify the deputy returning officer of the advance poll in question of the name, address, and occupation of such person. Each certificate must bear in its proper space the signature of the applicant elector affixed in the presence of the election officer by whom the certificate was issued. The holder of such a certificate may vote at any advance poll established in the electoral district. The deputy returning officer will not permit any person to vote at his advance poll upon any certificate (Form 66) issued by the returning officer or any other election officer of another electoral district.

Attesting  
statement  
of identi-  
fication.

**15. Statement of Identification.**—After the applicant elector has delivered his advance poll certificate (Form 66), he must, in the presence of the deputy returning officer, affix his signature in the space provided for that purpose immediately under the Statement of Identification printed on such Form 66. No ballot paper will be handed to the applicant unless the deputy returning officer is satisfied by a comparison of this signature with the signature already affixed immediately under the certificate, that both were written by the same person. If the applicant refuses to sign the Statement of Identification, or if, upon his signing it, it appears by comparison that the two signatures affixed on Form 66, delivered to the deputy returning officer by the applicant, are not written by the same person, the applicant is liable to be charged with the offence of personation, unless the deputy returning officer ascertains by questioning the applicant or otherwise that the difference in the two signatures is explicable, and that the applicant is not to be considered as having tried to commit such an offence.



**16. Swearing Electors.**—(1) The proper signature under the Statement of Identification does not absolve the applicant elector from being required to take the oral oath of qualification, Oath A (Form 41) printed on the card of oaths (or to subscribe to the affidavit of qualification (Form 42) in urban polling divisions only), if required to do so by the deputy returning officer, the poll clerk, one of the candidates, or an agent of a candidate, or by any other elector present. In that event, a record of the oral oath (or the affidavit) that the applicant is asked to take, and of his having taken or refused it, will be made in the space provided for that purpose at the foot of Form 66 which he produces. This oral oath (or affidavit) is the only one which may be put to electors at an advance polling station, except in the case of an incapacitated elector who votes under the procedure set forth in paragraph 21. The right of the deputy returning officer to put the oral oath (or the affidavit) of qualification, and the right of the poll clerk, candidates and their agents or representatives to demand the putting of such oral oath (or affidavit) are plain, but these rights are exhausted when the oral oath (or the affidavit) is put, and there can be no catechising the applicant as to his qualification. The deputy returning officer will preserve the completed affidavits of qualification (Form 42), and, after the final close of the advance poll, will place them with other documents in the envelope (Form 78), as directed in paragraph 38. As indicated in the second part of List of Supplies No. Six, a pad of twenty affidavits of qualification (Form 42) will be included in the ballot box by the returning officer before it is transmitted to the deputy returning officer for an urban advance polling station.

Oral  
oath (or  
affidavit)  
of elector.

(2) If an applicant elector takes the required oral oath (or the affidavit) of qualification, he must be handed a ballot paper, unless an information for perjury or personation is immediately sworn and a warrant forthwith issued for his arrest. On the other hand, an applicant who has refused to be sworn or to answer proper questions is not to be handed a ballot paper nor again to be admitted to the advance polling station, even if upon reflection or encouragement he thinks better of his refusal; in every case of refusal to be sworn or refusal to answer proper questions, the deputy returning officer will at once warn the applicant accordingly.

Handing  
ballot  
paper  
to sworn  
elector.

**17. Elector requiring an Interpreter.**—An interpreter should seldom, if ever, be necessary at an advance polling station; however, one may be appointed and sworn by the deputy returning officer\* if his services are deemed absolutely necessary. Where the necessity for such services arises only in the case of two or three electors, it should be suggested that they themselves obtain the services of someone who understands their language as well as that of the deputy returning officer. The person whose services are so obtained will be sworn by the deputy returning officer,\*

Employment  
of  
interpreter.

\*The deputy returning officer shall administer the following oral oath: "You swear (or solemnly affirm) that you will truly and faithfully act in your capacity of interpreter. So help you God."

but need not be retained very long at the advance polling station. He should not ordinarily require any fee, but when such electors would be prevented from exercising their franchise by the lack of an interpreter and cannot get some friend to act gratuitously, a reasonable fee of say one dollar may be allowed to the interpreter. The claim of the interpreter will be paid by a separate cheque sent from Ottawa. No special form is supplied for the claim of an interpreter. It must therefore be prepared on plain paper, certified by the deputy returning officer, and attached to the advance polling station account. An interpreter is not entitled to travelling allowances. If it is impossible to secure the services of an interpreter, the electors requiring such services will not be allowed to vote.

How  
electors  
instructed.

**18. Instructing Electors.**—Before the elector is handed a ballot paper, he will be instructed by the deputy returning officer that the ballot paper is to be folded so that the initials of the deputy returning officer and the serial number printed on the back of the counterfoil can be seen without its being unfolded, but the manner in which the elector has voted, cannot be observed. This instruction will be given by the deputy returning officer who, without removing the counterfoil, will himself, in the presence of the elector, fold the ballot paper according to the specimen folded ballot paper supplied in the envelope (Form 152) and to the Instructions *re* handling of ballot papers (Form 160) which are furnished in List of Supplies No. Six. Every ballot paper must be completely folded and the creases firmly pressed by the deputy returning officer before it is handed to the elector. The elector will also be instructed by the deputy returning officer to mark his ballot paper by making a cross in the space in which are printed the name and particulars of the candidate for whom he desires to vote. At this stage, the deputy returning officer should warn any inexperienced or illiterate elector that unless his ballot paper is properly marked it will not be counted.

How  
elector  
votes.

**19. Conduct of Elector who Receives a Ballot Paper.**—Immediately upon receiving a ballot paper, the elector will go in the voting compartment and there mark it. Only when the elector cannot mark his ballot paper by reason of inability to read or of any physical incapacity, can another course be taken, and the special procedure then followed is set out in paragraph 21. After marking the ballot paper in the voting compartment, the elector will hand it back, to the deputy returning officer, folded as directed in the next preceding paragraph. After having removed and destroyed the counterfoil, the deputy returning officer will himself put the ballot paper into the ballot box. Upon this being done, the poll clerk will write the word "Voted" in the space provided for that purpose at the foot of Form 66 which the elector produces. The elector will then leave the advance polling station. Thus, every marked ballot paper must be put into the ballot box by the deputy returning officer himself and NOT by the elector.



**20. Spoiled Ballot Papers.**—(1) An elector who has received a ballot paper may, before he has handed it back to the deputy returning officer to be put into the ballot box, obtain a second ballot paper on the ground that he has inadvertently spoiled the first. In any such case, the spoiled ballot paper will be handed back to the deputy returning officer by whom it will be defaced and placed, without being inspected, in the spoiled ballot paper envelope (Form 79). Within reasonable limits the word of the elector that he has spoiled a ballot paper will be accepted. An elector's right to obtain another ballot paper in lieu of one he has spoiled is not limited to one, but, after an unsuccessful attempt, he should have a very good explanation of a second failure to mark his ballot paper as he desires.

Disposal  
of spoiled  
ballot  
papers.

(2) It appears that a few deputy returning officers are experiencing some difficulties in understanding the difference between spoiled ballot papers and rejected ballot papers. Definitions are given hereunder to assist in differentiating between these two classes of ballot papers:

Spoiled  
and  
rejected  
ballot  
papers.

“Spoiled ballot paper means a ballot paper that, during the hours of voting, has not been deposited in the ballot box but has been found by the deputy returning officer to be soiled or improperly printed, or that has been handed by the deputy returning officer to an elector to cast his vote, and (a) has been spoiled in marking by the elector, and (b) has been handed back to the deputy returning officer and exchanged for another.”

“Rejected ballot paper means a ballot paper that has been handed by the deputy returning officer to an elector to cast his vote, but, at the counting of the votes at six o'clock in the afternoon of the ordinary polling day, has been found, in the envelopes (Form 76), unmarked or so improperly marked that it cannot be counted.”

The deputy returning officer is required to exercise the utmost care in dealing with spoiled ballot papers and rejected ballot papers, according to the directions set out in these Instructions.

**21. Incapacitated Electors.**—An elector who is unable to mark his ballot paper by reason of his being illiterate or by reason of any physical disability, can vote only in the following manner. This elector will first be required to take, before the deputy returning officer, the oral oath of an incapacitated elector, Oath B (Form 47) printed on the card, and the fact of his having taken it will be entered in the space provided for that purpose at the foot of Form 66 which he produces. He may also be required to swear to the oral oath (or the affidavit) of qualification. Upon the incapacitated elector being duly sworn, the deputy returning officer, in the presence only of the poll clerk and the sworn agents or electors representing candidates, will ask such elector for what candidate he desires to have his ballot paper marked. The deputy returning officer will then, in full view of the persons who are entitled to be present, mark the ballot paper accordingly, tear off the counterfoil, and put the

Incapaci-  
tated  
electors.

ballot paper into the ballot box. The nature of the elector's incapacity will be noted in the remarks column which appears at the foot of Form 66 which he produces.

Secrecy.

**22. Secrecy at the Advance Poll.**—The Statute prescribes a severe penalty for any elector who, while in the advance polling station, declares for whom he intends to vote or declares or shows for whom he has voted, unless such elector is unable to vote without assistance. On the occasion of the marking, in the presence of the poll clerk and the candidates' agents or representatives, of the first incapacitated elector's ballot paper, the deputy returning officer would be well advised to direct the attention of the persons present to the fact that a disclosure at any time of the manner in which an elector has voted, or intends to vote, is not only a breach of the oath of secrecy, but is in addition punishable as an offence. It will also be the duty of the deputy returning officer to draw the attention of an elector who has contravened the provisions of the Statute on the subject of the secrecy of the voting, to the offence that he has committed; nevertheless, such elector will be allowed to vote in the usual way.

Procedure  
in case of  
violation  
of secrecy.

Voting  
after  
10 p.m.

**23. Voting at Close of Advance Poll.**—At the hour of the closing of the advance poll, at 10 p.m. (standard time), on each of the three days that the advance poll is open, the voting will go on until every qualified elector who has actually arrived at the advance polling station, at or before that hour, has been allowed to vote. Special care, however, must be exercised by the deputy returning officer and the poll clerk to see that no person who was not actually present at the advance polling station at the above-mentioned hour of closing is allowed to vote, even if the voting is still going on when such person arrives.

Procedure at  
close of  
advance poll  
on first,  
second, and  
third days  
of voting.

**24. Procedure after Close of Advance Poll.**—Immediately after the close of the advance poll on each of the three days of voting, the first duty of the deputy returning officer is to count the certificates upon which votes have been cast and place them and the unused ballot papers in the envelope (Form 77), complete such envelope with the information required, and seal it with a gummed paper seal (Form 116). The next thing is to place the spoiled ballot papers in one of the envelopes (Form 79), complete such envelope with the information required, and seal it. The ballot box will then be opened and the ballot papers cast on the same day will be placed in one of the envelopes (Form 76). This will be done in such a way as not to disclose the manner in which any ballot paper has been marked, and the envelope will be immediately endorsed with the required particulars, sealed with a gummed paper seal (Form 116), and placed with the other envelopes and papers in the ballot box, which will be locked and sealed with a special metal seal, as directed in paragraph 13. The deputy returning officer and the poll clerk will affix their signatures to the above-mentioned gummed paper seals (Form 116); the candidates' agents or representatives may also affix their signatures thereto. The Directions to Electors and the Notices of Holding of Advance Poll which have been



posted up in and about the advance polling station will be taken down and preserved. The black lead pencil fastened in the voting compartment will be removed and preserved.

**25. Procedure at Reopening of Advance Poll.**—At the reopening of the advance poll on the second and third days of voting, the Directions to Electors and the Notices of Holding of Advance Poll will again be posted up and the black lead pencil will be refastened in the voting compartment. The ballot box will then be opened and emptied in full view of such of the candidates or their agents or the electors representing candidates as are present, after it has been ascertained that the seal affixed to such ballot box on the preceding day is intact. The envelopes containing the ballot papers cast or spoiled on the preceding day or days will, unopened, be replaced in the ballot box, and the ballot box will then be locked and sealed with a special metal seal, as directed in paragraph 13. The envelope (Form 77) containing the unused ballot papers and the used advance poll certificates will be opened and the former will be counted. The used advance poll certificates will be preserved by the deputy returning officer who, after the close of the advance poll, will place them in a new envelope (Form 77). The ballot box will then be placed on the table and the electors will be allowed to cast their votes.

**26. Procedure on Withdrawal of Candidate.**—When a candidate withdraws after the ballot papers have been printed, the returning officer will notify the deputy returning officer of the advance polling station, by letter or telegram, of such withdrawal. If time permits, the returning officer will cause to be printed a notice of such withdrawal and send a copy of such notice to the deputy returning officer. During voting hours, the deputy returning officer will post up such copy of the printed notice in a conspicuous place in his advance polling station. If time does not permit of the printing and transmission of such notice, it will be the duty of the deputy returning officer, upon being notified by letter or telegram by the returning officer, to prepare by hand in large block letters a notice of the withdrawal of the candidate and keep such notice posted up in a conspicuous place in his advance polling station during the hours that the advance poll is open. This notice may be worded as follows:

“NOTICE TO ELECTORS

ELECTORAL DISTRICT OF .....

The returning officer has notified me of the withdrawal of .....of.....as a candidate at the pending election. His name is printed on the ballot papers, but any vote cast in favour of such person will be null and void.

.....  
Deputy Returning Officer”

In any event, whether there is a printed or written notice posted up in the advance polling station, it is the duty of the deputy returning officer, when handing a ballot paper to an

elector, to inform such elector of the withdrawal of the candidate. The deputy returning officer must not, however, take any of the steps mentioned in any part of this paragraph unless actually notified, by letter or telegram, by the returning officer of the withdrawal of the candidate, or, in other words, the deputy returning officer will pay no attention to any rumours that may reach him as to the withdrawal of a candidate unless he has received the information, by letter or telegram, direct from his returning officer.

Custody of  
ballot box.

**27. Safe-keeping of Ballot Box.**—In the intervals between hours of voting at the advance poll and until six o'clock in the afternoon of the day fixed as ordinary polling day, the ballot box will remain in the custody of the deputy returning officer. The ballot box will be kept locked and sealed with a special metal seal in the manner described in paragraph 13; and such of the candidates or their agents or the electors representing candidates as are present at the opening or at the close of the advance poll on each of the three days of voting may, if they so desire, take note of the serial number embossed on the special metal seal used for locking and sealing the ballot box, and may also take note of such serial number at the reopening of the advance poll on the second and third days of voting and at the counting of the votes on the ordinary polling day.

## 7. PEACE AND GOOD ORDER

Peace and  
good order.

**28. Maintenance of Order.**—The deputy returning officer is responsible for the maintenance of order in and about the advance polling station, and has for this purpose the powers of a justice of the peace. If assistance is required to effect the arrest of anyone who has committed an offence, or who refuses to leave upon request, any person may be verbally authorized by the deputy returning officer to arrest the offender; when necessary, an information may be sworn before the deputy returning officer and a warrant issued by him. It should not be necessary to secure the continuous services of a constable at an advance polling station, but if such services are deemed absolutely necessary, the deputy returning officer may appoint and swear one,\* but in such case an adequate and satisfactory statement of the circumstances which appeared to make his appointment necessary, and of the hours on each day during which the constable was called upon to act, must be made in writing over the signature of the deputy returning officer. For his services, a constable will be entitled to a fee of \$5 for each day of duty. No special form is supplied for the claim of a constable at an advance polling station. It must therefore be prepared on plain paper, certified by the deputy returning officer, and attached to the advance polling station account. The deputy returning officer's statement of circumstances, above referred to, must be attached to

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\*The deputy returning officer shall administer the following oral oath: "You swear (or solemnly affirm) that you will act faithfully in your capacity of constable. So help you God."



such claim. The claim of the constable will be paid by a separate cheque sent from Ottawa. A constable is not entitled to travelling allowances.

**29. Arrest and Detention.**—Any person who creates a disturbance or disorder in and about the advance polling station may be arrested by the deputy returning officer, or by any other person at the deputy returning officer's direction. If it is deemed advisable to detain any person so arrested, he may be kept in custody until an hour not later than the close of the advance poll on any of the three days of voting, either in the local jail or under the custody of some person specially appointed for the purpose. All that is necessary to make such detention legal is for the deputy returning officer to write on a piece of paper "Hold (name of person arrested) in custody until o'clock this evening". If the name of the disorderly person is unknown, the words *the person now delivered to you* may be used instead of the name. The order should be signed by the deputy returning officer and addressed to some one who is to be responsible.

**30. Unlawful Attempts to Vote.**—The deputy returning officer should forthwith order under arrest any personator or person who is charged with a deliberate attempt to vote at the advance poll knowing that he is not entitled to vote at such a poll. The deputy returning officer must do so if requested by the poll clerk or the agent or the representative of a candidate. Forms of Information and Warrant (Forms 51, 53 and 52, 54) are included in List of Supplies No. Six. If the person charged is discovered before he leaves the advance polling station, he can be placed under arrest instantly without waiting for the issue of any document, but the information should be laid at once by the agent or the representative of a candidate who has asked for the arrest, if any, or if none, by any of the other persons present prepared to lay it, and the warrant will be issued as soon as the documents can be completed, which should be within a few minutes after the offence takes place. If the person charged has left the advance polling station before the offence is discovered, the warrant (Form 53 or 54) will be issued to some constable who will proceed to make the arrest. In cases such as these, the poll clerk may act as a constable, and any other person may be appointed verbally by the deputy returning officer and may act without taking an oath. The warrant will be made returnable before the nearest magistrate who has the powers of two justices of the peace. Generally, this means a county court judge, police magistrate, or stipendiary magistrate; where none of these judicial officers are available, two justices of the peace ought to be named in the warrant.

## 8. COUNTING THE VOTES

**31. Counting Votes on Ordinary Polling Day.**—At the advance polling station at six o'clock (standard time) in the afternoon of the ordinary polling day, the ballot box will be opened and the counting of the votes will be carried out as herein-after prescribed. A candidate is entitled to be present as well as

both the agents or electors representing him, and if none of the candidates are represented, it is the duty of the deputy returning officer to secure the attendance of at least two electors. He may permit to be present as many more as he desires. At this stage, the deputy returning officer and the poll clerk must follow closely every item of duty set out in Part IX of the Diary of Duties printed at page 8. The three envelopes (Form 79) containing spoiled ballot papers and the single envelope (Form 77) containing the used advance poll certificates and unused ballot papers will remain unopened, but the number of spoiled ballot papers, used advance poll certificates, and unused ballot papers mentioned on each of such envelopes will be used in checking the number of ballot papers supplied by the returning officer, as prescribed in the next following paragraph.

Checking  
number of  
ballot  
papers.

**32. Checking Number of Ballot Papers Supplied.**—The deputy returning officer will check the number of ballot papers supplied by the returning officer against the number of spoiled ballot papers, if any, as indicated on the three envelopes (Form 79), the number of unused ballot papers, as indicated on the envelope (Form 77), and the number of electors who voted at the advance polling station as established by the number of used advance poll certificates (Form 66) indicated on the envelope (Form 77), in order to ascertain that all ballot papers so supplied are accounted for.

Tally sheets.

**33. Tally Sheets.**—Amongst the forms mentioned in the first part of List of Supplies No. Six will be found five tally sheets (Form 74). These sheets will be used by the poll clerk and the candidates' agents or representatives to keep the score of the votes cast at the advance poll, as the name of the candidate for whom each ballot paper has been marked is called out by the deputy returning officer, as directed in paragraph 34 (2). After the result of the voting has been correctly ascertained, the tally sheets may be retained by the persons by whom they were used, or destroyed.

Procedure  
on count.

**34. Counting the Votes.**—The procedure for counting the votes should be as follows:

Opening  
envelopes  
(Form 76).  
Examining  
ballot  
papers.

(1) The three envelopes (Form 76) containing used ballot papers will be opened and their contents placed on a table.

(2) The ballot papers will be unfolded successively by the deputy returning officer, who will examine each and verify his initials on the back. He will call out the name of the candidate for whom each ballot paper has been marked so as to permit any person present to keep his own score on the tally sheet (Form 74). The poll clerk will keep the score whether or not the others do so. The examination of the ballot papers must be so conducted as to permit every person present, if he so desires, to see both the mark on the face of the ballot papers and the initials of the deputy returning officer on the back. During the counting of the votes, the ballot papers must be handled exclusively by the deputy returning officer. The ballot papers marked for each candidate will be kept apart.



(3) If a ballot paper is found in the envelopes (Form 76) with its counterfoil, which the deputy returning officer has failed to remove, the deputy returning officer will now detach and destroy it, carefully concealing the serial number printed on the back thereof from the persons present and without examining such serial number himself. Nothing in this direction contained, however, will relieve the deputy returning officer from any penalty to which he may have become liable by reason of his failure to remove and destroy the counterfoil at the time of the casting of the vote to which it relates.

Removal of  
counterfoil.

(4) If it is discovered that the deputy returning officer has omitted to affix his initials on the back of a ballot paper found in the envelopes (Form 76), the deputy returning officer will, in the presence of the poll clerk and of the agents or representatives of the candidates, and subject to certain conditions mentioned hereunder, affix his initials in the appropriate space on the back of such ballot paper and he will count it as if it had been initialled by him in the first place. Before initialling and counting such ballot paper, however, the deputy returning officer must satisfy himself that the ballot paper is one that has been supplied by him, that the omission of his initials has really been made, and that every ballot paper supplied to him by the returning officer has been accounted for, as prescribed in paragraph 32. Nothing in this direction contained, however, will relieve the deputy returning officer from any penalty to which he may have become liable by reason of his failure to affix his initials on the back of the ballot paper in question before handing it to the elector.

Initialling  
ballot  
papers.

(5) Any irregular or invalid ballot paper will be rejected either by the deputy returning officer on his own motion, or upon objection to it being made by any other person present and sustained by the deputy returning officer. The validity of each ballot paper will be finally determined by the deputy returning officer before another ballot paper is considered. The deputy returning officer will not go far wrong if he accepts the ballot papers not falling within one of the following classes, *viz.*:

Acceptance  
and  
rejection  
of ballot  
papers.

- (a) *Ballot paper not supplied by the deputy returning officer.*
- (b) *Ballot paper not marked for any candidate or marked for more candidates than are to be elected.*
- (c) *Ballot paper upon which the elector has made any mark or writing by which he could be identified.*
- (d) *Ballot paper marked with ink or a coloured pencil.*
- (e) *Ballot paper which is not marked with a cross, but with any mark such as the following:— /NΛO.*

A black lead pencil cross with arms intersecting anywhere in a candidate's space will be accepted, unless any peculiarity in the cross is apparently deliberate and is such that the elector could be identified by its description. Subject to that condition, it does not matter whether a cross is irregular, shaky or ill-made, or what is its shape or position in the candidate's space. No apparently involuntary mark made by the elector, and no mark voluntary or otherwise, made by the deputy returning officer,

will justify the rejection of a ballot paper. For the guidance of the deputy returning officer in the acceptance and in the rejection of ballot papers during the counting of the votes, a special form (Form 102) is furnished in List of Supplies No. Six. This form contains various samples of marked ballot papers and a memorandum on the subject.

Recording objections to ballot papers.

(6) If a ballot paper is objected to by any person present, the nature of the objection will be entered on the record of objections (Form 124) which is printed at page 6 of Book C; the consecutive number of the objection as entered will be endorsed on the back of such ballot paper, and the initials of the deputy returning officer will again be affixed thereto. The deputy returning officer will at once announce his decision as to whether or not the ballot paper in question is to be counted, and his decision will be noted in the proper column of the above-mentioned record of objections. The decision of the deputy returning officer will be final, subject to reversal, later on, if there is a recount by a judge. The deputy returning officer will affix his initials to the said record opposite the entry relating to his decision as to the acceptance or rejection of the ballot paper in question.

## 9. FINAL DUTIES

Putting used ballot papers into their envelopes.

**35. Packaging Used Ballot Papers.**—As soon as the counting of the votes has been completed, the scores compared, and the totals agreed upon, the ballot papers counted for each candidate will be placed separately in the envelopes (Form 73).<sup>\*</sup> On each of these will be endorsed the number of ballot papers it contains and the name of the candidate for whom they have been counted. These envelopes will then be sealed with gummed paper seals (Form 116). The rejected ballot papers will be placed in the proper envelope (Form 67), which will be endorsed with the number of ballot papers it contains and sealed with a gummed paper seal (Form 116). The deputy returning officer and the poll clerk will affix their signatures on such gummed paper seals; the candidates' agents or representatives may also affix their signatures thereto. If there are no rejected ballot papers, the deputy returning officer will write the word "none" in the space provided for the insertion of the number of rejected ballot papers on the envelope.

Oaths after count.

**36. Oaths of D.R.O. and Poll Clerk.**—As soon as the ballot papers have been put into their respective envelopes, the deputy returning officer and the poll clerk will complete and swear their oaths (Forms 56 and 57), relating to the conduct of the advance poll, which are printed at page 7 of Book C. Each of them must swear his oath before the other.

<sup>\*</sup>At a general election, this direction cannot be complied with in an electoral district returning two members. In such a district, the returning officer will place in the ballot box an additional number of envelopes (Form 73) to enable the deputy returning officer to deal with the various combinations of counted ballot papers.



**37. Statements of the Poll.**—On pages 8 to 16 of Book C will be found several copies of the statement of the poll (Form 58) which must be filled in and dealt with as directed upon each of them respectively. One copy (full page) is bound in Book C and will not be removed from it. The other copies will be detached, as required, at the line of perforations. One copy (full page) will be retained by the deputy returning officer. The next copy (full page), which is called the “official statement of the poll”, is for the returning officer and will be put into the envelope (Form 155) which will be sealed and placed in the ballot box. One copy (half page) will be delivered to one of the agents or representatives of each candidate in the advance polling station, and one copy (half page) will be put into one of the envelopes (Form 95) on which a postage stamp is printed, and kept ready to be sent by ordinary mail to each candidate in the field in the electoral district. These envelopes will be sent to the several candidates at their addresses as given on the ballot papers.

How statements of the poll are prepared and dealt with.

**38. Disposal of Documents, etc.**—After the completion of the foregoing duties, the deputy returning officer will put Book C, the appointments of agents, the used affidavits of qualification (Form 42), if any, and all envelopes containing the used and unused ballot papers and the used certificates into the envelope (Form 78), according to the instructions printed upon it. This envelope (Form 78) will then be sealed with a gummed paper seal (Form 116) and placed in the ballot box which must then contain only two envelopes, the large one (Form 78) and the small one (Form 155). The deputy returning officer and the poll clerk will affix their signatures to the gummed paper seal; the candidates’ agents or representatives may also affix their signatures thereto. Failure to carry out the directions on the subject of the placing of these documents in their proper envelopes and of the putting of these two envelopes separately into the ballot box may involve the forfeiture of the deputy returning officer’s fees. The books of Instructions (Book O) and various other supplies will be kept by the deputy returning officer or destroyed. However, if there are any unused envelopes (Form 95), they must be destroyed immediately. The remaining special metal seals (except the one required to finally lock and seal the ballot box) will be placed in the ballot box.

Disposal of documents, etc.

**39. Locking and Sealing Ballot Box.**—When the ballot box has been ascertained to contain the two envelopes (Forms 78 and 155) and any special metal seal not required, it will be locked and sealed with a special metal seal. The deputy returning officer must lock and seal his ballot box as directed in paragraph 13. The candidates’ agents or representatives may take note of the serial number embossed on the special metal seal affixed to the ballot box. The tag (Form 121) will then be completed and securely attached to the ballot box.

Sealing the ballot box.

**40. Preliminary Statement of the Poll.**—Amongst the forms mentioned in List of Supplies No. Six will be found a preliminary statement of the poll (Form 75). The deputy returning

Preliminary statement of the poll.

officer is required to fill in properly this preliminary statement and enclose it, with the polling station account, in the envelope (Form 154) which is to be transmitted or delivered to the returning officer separately and not enclosed in nor attached to the ballot box. The deputy returning officer must insert, in the space provided for that purpose on the preliminary statement of the poll, the serial number embossed on the special metal seal used in locking and sealing the ballot box before its dispatch to the returning officer. The purpose of this preliminary statement is to enable the returning officer to make a preliminary compilation of the number of votes cast for each candidate.

Preparation  
of advance  
polling  
station  
account.

**41. Advance Polling Station Account.**—After the ballot box has been locked and sealed, as directed in paragraph 39, the deputy returning officer will fill in and certify the advance polling station account (Form 159). Upon being properly completed, the account will be placed, with the preliminary statement of the poll (Form 75), in the envelope (Form 154), and this envelope will be sealed and the name and address of the returning officer inserted thereon. The deputy returning officer must not place this envelope (Form 154) in the ballot box. The deputy returning officer, the poll clerk, and the landlord of the advance polling station will be paid by separate cheques sent from Ottawa.

Dispatch or  
delivery of  
ballot box,  
etc.

**42. Disposal of Ballot Box, etc.**—The ballot box will be dispatched immediately to the returning officer by registered mail, post free, and the envelope (Form 154), on which a postage stamp is printed, will be dispatched immediately by ordinary mail, unless it is delivered with the ballot box to the office of the returning officer. Whether the transmission is made by mail or otherwise, the envelope (Form 154) must not be attached to nor enclosed in the ballot box. The deputy returning officer will himself look after the dispatching or the delivery of the ballot box and of the envelope (Form 154). At the same time, the envelopes (Form 95) addressed to the candidates, containing the copies of the statement of the poll, will be dispatched by ordinary mail.

#### 10. FEES AND ALLOWANCES TO ADVANCE POLL OFFICIALS

Allowances  
to advance  
poll  
officials.

**43. Fees for Advance Poll Officials.**—The fees for the deputy returning officer and the poll clerk, and the allowance for the landlord of an advance polling station are set out in Items 30, 31, and 33 of the Tariff of Fees, which read as follows:

##### *Deputy Returning Officer at an Advance Poll*

Item 30. For all services, including attendance at advance polling station on Thursday, Friday, and Saturday immediately preceding the ordinary polling day, and at 6 p.m. on the ordinary polling day for the counting of the votes: an allowance of \$45.

##### *Poll Clerk at an Advance Poll*

Item 31. For all services, including attendance at advance polling station on Thursday, Friday, and Saturday immediately preceding the ordinary polling day, and at 6 p.m. on the ordinary polling day for the counting of the votes: an allowance of \$30.

##### *Rental of Advance Polling Station*

Item 33. For a building or part of a building used as an advance polling station (including fuel, light, and furniture): for the three days that the advance poll is open, and for the counting of the votes at 6 p.m. on the ordinary polling day, an allowance of \$45.



## 11. LIST OF SUPPLIES No. SIX

Forms, etc., for use by the Deputy Returning Officer  
at an Advance Poll

*Note.—The following forms and supplies (sufficient when four candidates are running) are contained in a large envelope sent to the returning officer for distribution to the deputy returning officer for each advance poll.*

Form No.	Description	Number included in large envelope	Paragraph wherein referred
Book C	Oaths, statements, etc.....	1	Various
Book O	Instructions for the Deputy Returning Officer at an Advance Poll.	2	1
37	Directions to electors.....	20	9
41, 47	Card of oral oaths.....	1	Various
51, 53	Information for personation.....	2	30
52, 54	Information for voting with knowledge of disqualification, etc.	2	30
67	Envelope for rejected ballot papers.....	1	35
73	Envelope for ballot papers cast for each candidate....	4	35
74	Tally Sheet.....	5	33, 34(2)
75	Preliminary statement of poll.....	1	40, 41
76	Envelope for ballot papers cast on 1st, 2nd, and 3rd days of voting.	3	24, 34
77	Envelope for used certificates, etc.....	3	24, 25, 32
78	Envelope for Book C, etc.....	1	38
79	Envelope for spoiled ballot papers.....	3	24, 32
88	Envelope containing stationery and twenty gummed paper seals (Form 116).	1	5(1), 9
95	Envelope to be addressed to candidate.....	4	37, 38, 42
96	Envelope containing twelve special metal seals and Memorandum of Instructions (Form 98).	1	5(2), 13, 39, 40
102	Samples of marked ballot papers.....	1	34(5)
121	Tag for sending ballot box to R.O.....	1	39
152	Specimen folded ballot paper.....	1	18
154	Envelope for account, etc.....	1	40-42
155	Envelope for official statement of poll.....	1	37-39
159	Advance polling station account.....	1	41
160	Instructions <i>re</i> handling of ballot papers.....	1	18

## The returning officer will add in the ballot box:

42	Affidavit of qualification ( <i>in urban polling divisions only</i> ).	One pad of 20 affidavits.	16(1), 38
—	Notice of Holding of Advance Poll.....	Ten copies.	9
—	Ballot papers.....	Number required.	5(1)
73	Envelope for ballot papers cast for each candidate....	One for each candidate over four.	—
95	Envelope to be addressed to candidate.....	“	—











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